

Sonshine Preschool Parent Policy Book



The Son Shines Bright on Sonshine Preschool!

10201 Jerry Dunn Parkway
Benbrook, Texas 76126
817-249-5614

Table of Contents

1. INTRODUCTION

- 1.1 Administration
- 1.2 Employee Code of Conduct and Qualifications
- 1.3 Objective
- 1.4 An Invitation from Pastor Seth

2. ENROLLMENT AND FINANCIAL

- 2.1 Enrollment Requirements
- 2.2 Policy/Tuition Changes
- 2.3 Financial Information

3. PROGRAM INFORMATION

- 3.1 Curriculum Overview
- 3.2 Preschool Curriculum
- 3.3 Field Trips
- 3.4 Gross Motor Time
- 3.5 Parties, Activities and Special Events

4. COMMUNICATION

- 4.1 Child Abuse
- 4.2 Parent Involvement
- 4.3 Parent - Teacher Conference and Interaction
- 4.4 Records

5. HEALTH

- 5.1 Communicable Diseases and Illness
- 5.2 Emergency or Injury
- 5.3 Hygienic Procedures
- 5.4 Medication

6. PERSONAL POSSESSIONS

- 6.1 Clothing
- 6.2 Diaper/Diaper Wipes
- 6.3 Nap Items
- 6.4 Personal Belongings

7. CLASSROOM POLICIES

- 7.1 Birthday Parties
- 7.2 Daily Schedule
- 7.3 Discipline
- 7.4 Nap Time
- 7.5 Nutrition
- 7.6 Promotion
- 7.7 Toilet Training

8. SCHOOL POLICIES

- 8.1 Arrivals and Departures
- 8.2 Attendance
- 8.3 Authorized Pick-up
- 8.4. Visiting
- 8.5 School Closings
- 8.6 Dismissal from the School
- 8.7 Early and Late Departure
- 8.8 Emergency Evacuation
- 8.9 Contact Information
- 8.10 Legals Issues
- 8.11 Security
- 8.12 Handbook Changes

"Provoke not your children to wrath but bring them up in the nurture and admonition of the Lord." Ephesians 6:4

1. INTRODUCTION

1.1 Administration

The Director meets qualifications and assumes the responsibility for the safe, efficient, and financially sound operation of services provided by Sonshine Preschool in accordance with the policies of Restore Church. The Director also maintains and exceeds compliance with the Minimum Standards for Child Care Centers of the Texas Department of Protective and Regulatory Services. Additionally, the Director maintains compliance with health and fire safety regulations.

Texas Department of Family and Protective Services www.tdfps.state.tx.us

1.2 Employee Code of Conduct, Qualifications and Development

The employees at the school are expected to follow a code of conduct, which includes portraying an example of Christ, treating the children with respect, using positive means of discipline, practicing good hygiene, being confidential with sensitive information, and providing a safe and challenging environment for the children. Candidates that fulfill these prerequisites are considered as permanent staff members.

Also, Sonshine Preschool mandates the following supplementary educational requirements for all staff members:

- Current CPR, First Aid, SBS/SIDS Certification
- Mandatory staff training meetings
- Extensive pre-service training
- Minimum of 24 hours of continuous education per year, with one (1) hour covering Identifying Abuse and Neglect, and 30 hours for the Director.
- Orientation from the Director on knowledge of early childhood care and Sonshine Preschool's higher level of care
- Additional out-sourced training from Texas State recognized childhood care training centers

1.3 Objective

At Sonshine Preschool we introduce children to the joy of being loved by Jesus! According to scripture, Jesus saw loving and blessing children as an important task worthy of His time.

Luke 18:15–17

One day some parents brought their little children to Jesus so he could touch and bless them. But when the disciples saw this, they scolded the parents for bothering him. Then Jesus called for the children and said to the disciples, “Let the children come to me. Don’t stop them! For the Kingdom of God belongs to those who are like these children. I tell you the truth, anyone who doesn’t receive the Kingdom of God like a child will never enter it.”

We feel that it is critical for children to learn the truths of God in the early stages of their lives, giving them a stronger foundation for the latter stages of their lives.

Proverbs 22:6

Direct your children onto the right path, and when they are older, they will not leave it.

Our goal is to aid each child in their individual development... mentally, physically, emotionally. The children are challenged to progress at their own rate toward cognitive development, with enriched experiences promoting self-discipline and the ability to make choices. Our hope is that our efforts will not only glorify God, but bless your family as well. Your children are a blessing and we feel blessed to care for them.

Psalms 127:3

Children are a gift from the Lord; they are a reward from him.

1.4 An Invitation from Pastor Seth

Dear Parents,

Thank you for your interest in Sonshine Preschool. We would also like to invite you to visit Restore Church, where our mission is “Restoring people back to God’s family”!

You can find out more information or watch a service online before attending at restorebenbrook.com. You can also email questions to info@restorestaff.com. Whether you're new to church, thinking about returning, or recently moved to the area and looking for a church, we would love to have your family join us! In any event, I would like to say thank you for trusting our staff at Sonshine Preschool with the greatest treasure you have, your children.

May you and you family be blessed!

- Pastor Seth Wigington

I am the good shepherd; I know my sheep and my sheep know me, just as the Father knows me and I know the Father-and I lay down my life for the sheep. I have other sheep that are not of this sheep pen. I must bring them also. They too will listen to my voice, and there shall be one flock and one shepherd.

John 10:14-16

2. ENROLLMENT AND FINANCIAL

2.1 Enrollment Requirements

Sonshine Preschool obtains its license from the Texas Department of Protective and Regulatory Services. The school does not discriminate based on race, creed, color, disability, religion, or national origin. When a classroom is at full capacity, management reserves the right to assign available spaces to children of Sonshine Preschool employees.

Upon your child's first day of attendance, the following documents are **required** for your child to begin at the school:

- Application of Admission (completed and signed)
- Immunization Record (with doctors and parent's signatures) or Notarized Exemption Form from TX Department of Health.
- New Student Enrollment Fee and first week of tuition (paid in full)

Upon your child's fifth day of attendance, the following documents are **required** for your child to return to the school:

- Health Form (signed and dated by the child's physician)

Additional requirements for Sonshine Preschool students include, but are not limited to :

- All four-year-old students must have a visual, auditory, and speech test by September of their fourth birth date (with results on file at the school, as required by the State Health Department)
- All students must have an updated Immunization Record or a notarized immunization waiver from the Texas Department of State Health Services.

2.2 Tuition Increases and Policy Changes

In order to maintain ideal standards and quality service there may be periodic increases in tuition or changes in the school program. Parents will be notified at least 30 days in advance should such increases be necessary. Tuition Rates for the following school year are provided prior to "Promotion."

2.3 Financial Information

Current Financial information including details regarding auto-pay and a list of fees including registration/enrollment, NSF fee, Late fee and penalties will be provided before the "promotion" date in the Sonshine Preschool Financial Information Addendum.

Registration/Enrollment Fees

This fee is **non-refundable** once it is paid (no exceptions). The fee is to secure your child's spot at Sonshine or to hold any future spots that your child/children may need and for the processing of enrollment. For any reason the spot is no longer needed for your child, the fee remains **non-refundable**.

Annual Fees

Sonshine Preschool operates on an annual tuition basis. **The annual tuition is broken into 52 weekly payments. The tuition agreement (contract) will automatically renew every year, until a student withdraws and is no longer with Sonshine for 365 days. If a student withdraws, they will have to wait 365 days to enroll again at Sonshine Preschool.** Parents of all students of Sonshine Preschool are expected to pay **before Monday at 6pm** for tuition for the week. This includes weeks that contain holidays or weeks when students may not attend daily due to illnesses, vacation or inclement weather due to unforeseen circumstances. All

families will sign a tuition agreement stating that they have received and agreed to all rules and regulations and that failure to comply will result in students' removal from Sonshine Preschool.

We ask that each family give a two week notice when leaving our facility.

Weekly Payment of Tuition

A current Tuition/Fee Schedule is enclosed in the enrollment packet. Sonshine Preschool is a full-week ONLY program. Tuition is due on Monday of each week. Weekly tuition payments are required regardless of absences. Payments are considered late after 6pm on **Monday**.

Online Pay

Parents are encouraged to use our online payment options, detailed in the Financial Addendum, to stay current and avoid late fees.

Late Fee for Tuition

Late fees will be assessed every day until tuition is paid. Children will not be admitted the following Monday unless all late fees and overdue tuition are paid by Friday at **6pm**. If balance is not at \$0 by the following Monday Sonshine Preschool will accept the next child on the waiting list to fill the vacant spot. Students returning after being dis-enrolled will pay the New Student Enrollment Fee as well as any balance due.

Late Pick-up Fee (per incident, per child)

Sonshine Preschool is licensed to operate until 6pm daily. In order to be in compliance with state regulations, all students must be picked up by 6pm. A \$1.00 per child per minute charge is due at the time of pick up payable to the teacher that is with the child/children at the time of pick up.

School Pickup No Call Fee

There will be a fee of \$10.00 which pertains to not calling before 2:15pm to let us know that your child will not be picked up by our driver on a regular scheduled day.

Letter of Intent

A letter of intent will be provided prior to the "Promotion Date" for school -age students who do not attend during summer.

**I guide you in the way of wisdom and lead you along straight paths.
When you walk, your steps will not be hampered; when you run, you will not
stumble. Hold on to instruction, do not let it go. guard it well, for it is your life.**

Proverbs 4:11-13

3. PROGRAM INFORMATION

3.1 Curriculum Overview

To share your child's academic progress in preschool, we periodically "test" for skills your child has acquired. Feel confident in knowing that what your child learns in the classroom encompasses many more "life skills" that are not indicated on their Progress Reports, such as enhancing your child's self-esteem, fostering self-help skills, encouraging individual problem-solving skills, and developing positive social relationships.

3.2 Preschool Curriculum

The "ABEKA" approach to Christian education keeps learning lively, interesting, and memorable. We have readily available a complete selection of books, workbooks as well as other resources. This curriculum is designed to teach toddlers through pre-k: basic language arts, numbers, social, science and Bible lessons. The program introduced in each room is age appropriate for their class, and teachers are trained on meeting each child's individual needs.

3.3 Field Trips

Only pre-K and school age children are eligible for field trips. Typically, field trips correspond with curriculum to extend the educational process by offering "hands-on" learning. Pre-K classes take 1 or 2 field trips (on and off campus) per month. Field trips are sometimes postponed or canceled, due to van unavailability or inclement weather, and occasionally cannot be rescheduled. If we are unable to reschedule a field trip that was canceled, an "on-campus" field trip will be provided. School age children are scheduled for several field trips each week during summer months. Additionally, field trips will be scheduled during school holidays throughout the year for students who are enrolled in the school age program. Parents need to provide a sack lunch, drink and/or socks for some trips. Parents are asked to review their child's monthly calendar that is sent home, concerning the exact details of each trip.

- **Cost:** Parents will be charged a separate fee for each field trip and can be paid with cash only along with the student's permission form.

- **Permission Forms:** A field trip permission slip must be completed for each individual trip. This form authenticates the parents acknowledge of the exact location of their child, when away from the Sonshine campus.
- **Transportation:** Correct adult-child ratios are maintained for all field trips, as required by State Licensing. Additionally, per 746.5607 each child must be secured and belted using an appropriate car seat or booster until the child's eighth birthday or they reach 4'9". Sonshine Preschool utilizes vans provided by Restore Church. Drivers are mandated per 746.1309 to have Vehicle Safety Training every year.
- **Volunteers:** Parents and guardians are welcome to attend field trips. A list of Field Trip Guidelines is presented to inquiring parents, guardians, or additional persons visiting our school or attending field trips away from campus. Parents/guardians are responsible to pay an individual field trip fee for activities they attend.

3.4 Gross Motor Time

As part of our developmentally appropriate program, children spend time outside or in the "Big Room" each day. During this time children participate in activities that help them develop their gross motor skills as well as investigate their outdoor environment. Children should be dressed appropriately for the weather. Child Care Licensing requires two outside times per day. If a child is too sick to go outdoors, then they are usually too ill to be at preschool.

- **Cold Weather Policy:** Children may go outside if the temperature is over 40° degrees for the full scheduled outside time. When the temperature is under 40° degrees they may not go outside. Instead, we will have inside physical activities in the place of their playground time.
- **Inclement Weather Policy:** Anytime the weather is cold, damp, or windy, children need to wear coats, caps, hoods, and/or gloves. Also, children must leave their coats on while outside.
- **Hot Weather Policy:** Children may go outside if the temperature is less than 95° degrees for the full scheduled outside time. When the temperature exceeds 95° degrees they may only be on the playground for 5-10 minutes at any given time. When the school age program is away on field trips, the preschoolers utilize the "Big Room" in lieu of outside time.
- **Water Activities:** Our classrooms may participate in some fun in the sun with water play during the summer months. The children enjoy putting on their suits, running through the sprinklers and playing with water toys during the

mornings from 9:00 a.m. to 11:00 a.m. Our "Splash Party" days are scheduled in advance to allow our children the chance to bring their swim belongings and participate in our fun!

Children who are allowed to participate will need to be provided with a swimsuit, towel, pool or water shoes, and sunscreen. All items must be labeled with the child's name.

3.5 Parties, Activities and Special Events

Sonshine Preschool plans individual classroom parties during holiday occasions. Parents are encouraged to be involved in parties by signing up on a Party Sign-up sheet to provide food and/or party items.

Traditionally, the school celebrates the following party dates during the year, including, but not limited to: January: New Year Celebration; February: Valentine's Day Party; March/April: Easter Egg Hunt, Resurrection of Christ Theme; May: End of the Preschool Year Party; July: Fourth of July Picnic; August: End of the Summer Blast; October: Fall Fun Festival; November: Thanksgiving Feast; December: Jesus' Birthday Party!

"Let the Peace of Christ rule in your hearts." Colossians 3:15

"Today in the town of David a Savior has been born to you, he is Christ the Lord." Luke 2:11

These two scripture memory verses summarize the true meaning of what Sonshine represents to the children during December. As we participate in the many activities during the holiday season, we hope to teach our children that Christmas is really about Christ!

Graduation and Fellowship: The Preschool Graduation and Fellowship is presented during the last week of FWISD's last day of school and is designed to give the children an opportunity to share their experiences learned throughout the preschool year. Programs give the families an opportunity to see the children participate in speech, music, and creative drama and provide a special time of fellowship for our families and staff members.

Fall Festival: The school conducts a fall Festival traditionally at the end of October. Parents are invited to volunteer or just attend. As an extension of the ministry of Restore Church, we support and agree with the philosophy and biblical teachings of the church. Therefore, Sonshine Preschool does not participate or give acknowledgement to Halloween.

Meet Your Teacher: Here at Sonshine you are more than welcome to come and sit in on your child's class, to better familiarize yourself with their teacher's teaching style and what they are doing all day. You can also schedule a time to sit down with your child's teacher, outside of classroom time; to discuss anything or get to know them better through the office.

Preschool Pictures: Class group pictures and graduation pictures are taken in the spring. Additional photography opportunities may take place throughout the year. However, parents or guardians are under no obligation to purchase these pictures.

Thanksgiving Feast: Our Thanksgiving Feast is held in the Fellowship Hall during the month of November. The school provides the turkey and ham, our families bring side dishes. This is a wonderful time of fun and fellowship with our families.

...Forgetting what lies behind and straining forward to what lies ahead. I press on toward the goal to win the supreme and heavenly prize to which God in Christ Jesus is calling us upward." Philippians 3:14

4. COMMUNICATION

4.1 Child Abuse

Sonshine Preschool employees are trained on recognizing the symptoms of abuse and stress. Furthermore, it is required by law to report suspected abuse or neglect (sexual, physical, or emotional) to Child Protective Services. This information is kept in the strictest of confidence between the reporting staff member, the Director and the Child Protective Service representative.

Staff training will be through Kids way Teaching Solutions Training (2011), this is done annually. This training offers a child abuse and neglect module. Parents will be made aware of updates and notifications will be sent via their e-mail. RENWEB parent's web is where all the parents will have access to the same notifications at the same time.

Resources for anyone that suspects abuse or a victim of abuse:

Abuse Hotline 1-800-252-5400

Child Care Aware 1-800-424-2246

Texas Heart line 1-800-554-2323

Child Abuse Prevention Network <http://child.cornell.edu/>

The Family Education Network <http://www.families.com/>

Assistance and intervention for parents of a child who is a victim of abuse or neglect can contact Child help at 1-800-4-A-child (1-800-422-4453) then push 1 to talk to a Hotline Counselor.

This policy as well as the resources will always be available to parents in the center office in a binder labeled "CCL Parent Info".

4.2 Parent Involvement

One of the best ways for parents to be involved with their child's classroom is to be aware of daily events through classroom calendars, parent postings, and school informational notices. Teachers schedule opportunities for parents to participate in class activities. Additionally, parents participate by bringing requested items to class for special events or craft activities.

- **Volunteer Time:** During special program events, parents can participate by helping teachers and the class with stage props, assisting with practice and/or making costumes. We suggest parents speak to their child's teacher about participating or becoming a "volunteer" for any occasions or activity at the school. Sonshine Preschool has an open-door policy extended to our parents and guardians, encouraging you to participate with your child.
- **Fund Raisers:** Fund-raisers will be offered from time to time for families who wish to participate on a volunteer basis. We do not want our families to feel pressured to participate. Sonshine Preschool families will be notified of upcoming fund-raisers with informational notices. Proceeds from these fund-raisers will traditionally be used to purchase expensive equipment additions for our children.

4.3. Parent-Teacher Conferences and Interaction

Open communication between parents and teachers is vital to the proper care of children. We encourage parents to talk informally with the child's teacher and feel free to ask questions. However, lengthy interactions must be done by scheduling a conference through the office with your child's teacher. Therefore, we require that parents/guardians not distract teachers or caregivers from the children by initiating conversation during class time. Remember, it is important not to talk about the children in front of them, other children, or parents, except when it is to recognize an achievement.

Parent-teacher conferences can be scheduled through the office at any time. A note can also be effective in sharing information or concerns when parents are on a tight time schedule. Staff-parent interaction is encouraged by our open-door policy.

Additionally, parents who are angry or upset will not be allowed in the classroom or among the children. Parents must not direct complaints or criticism to the staff. However, suggestions and criticism are most welcome to the Director. Parents may contact the school office to set up an appointment with the Director to discuss their concerns or comments.

4.4 Records

- **Attendance:** The school keeps daily attendance records of children and staff for 90 days. A parent/guardian is responsible for signing their child in and out each day on the daily Attendance Sheets.
- **Enrollment:** Due to State Licensing standards, enrollment records must be submitted to the school before admission and will be kept on file for as long as the child remains at the school. The school must be notified immediately if any changes in information given at enrollment. It is imperative that parents/guardians keep their child's enrollment records current.

It is very disconcerting when a child is ill or injured and the parent/ guardian's work numbers are invalid, the home number has been changed and is now unlisted, and/ or their emergency contact numbers are not current. We ask that parents/guardians to be proactive and make all necessary updates to their respective child's records **immediately** upon the known change. Additionally, all enrollment records are updated annually to ensure that all information is updated and current.

- **Minor Mishap Forms:** All Minor Mishap forms are completed immediately and kept on record for 90 days. A signature from a parent or guardian is required at pick-up. All staff members are required to maintain current certification in CPR and First Aid training provided by the school.
- **Individual Development:** Teachers keep a record on the children within their classroom that contains information on the development of each child.
- **Minimum Standards:** A copy of the Minimum Standards from the Texas Department of Human Resources is in the school office and can be viewed upon request along with liability insurance documentation and school operational policies. Most recent inspections made by required organizations (The Tarrant County Public Health Department, Fire Inspection, Fire and Emergency Escape Drill Schedule, Health Inspection Report, Texas Department of Health/Retail Foods Division, Texas Department of Child Care Regulation and the Texas Commission on Fire Protection Licensing Investigations Bureau) are in a binder in the center office.

Contact:

Child Care Regulation

1501 Circle Dr. Suite

Fort Worth, Tx 76119

Website: <https://childcare.gov>

5. HEALTH

5.1 Communicable Diseases and Illness

Sonshine Preschool is not set up to care for sick children for any length of time, therefore it is important that children are picked up quickly. If children become ill at the school, care will be provided for a short time. Sonshine Preschool reserves the right to exceed the standard of care regarding illness and/or communicable disease criteria.

It is imperative that parents have a pick-up and alternative care plan for their child in the case of illness. Parents will be given a maximum of 60 minutes from the time we call to pick up their sick child. We realize there may be circumstances that prevent this time frame from being honored.

Please do not give your child medication prior to school in attempt to "mask" symptoms of an illness unless already on medication prescribed by a doctor. Pain

relievers are meant to prevent pain due to illness it is not a cure. Masking symptoms will only place the children and care giver at risk for possible illness. (Note: The Flu is most contagious in the first 48 hours) **IF IT'S CONTAGIOUS THEN IT IS NOT ALLOWED AT PRE-SCHOOL.**

Children who display the following symptoms in the past 24 hours will not be allowed at the school. If any of these symptoms occur while in our care, your child will be sent home immediately. Once again, this child cannot come to the school until he or she has been completely free of any of these symptoms for a full 24 hours.

- Temperature greater than 100.4°, under the arm (We must add a degree when testing under the arm, per the state. 100.4 is before we add a degree.
- Yellow or green discharge from the eyes
- Yellow or green mucus discharge from the nose
- Swelling in any part of the body
- Repeated vomiting
- Extremely lethargic behavior
- Diarrhea (the child will be sent home after three (3) diarrhea stools, unless the room is on diarrhea alert. "Diarrhea alert" occurs when at least three children in a room have a diarrhea problem. In this case, the child will be sent home after one incident). Any rash other than diaper rash or something diagnosed by a physician as contagious (a physician's note must accompany any child returning to the school that was sent home with an "undiagnosed rash" such as hand, foot and mouth.)

Sonshine staff will perform a health check when your child arrives in the morning. The Minimum Standards for Child Care Centers defines a health check as a visual or physical assessment of a child to identify potential concerns about a child's health, including signs or symptoms of illness and injury, in response to changes in the child's behavior since the last day of attendance. Any bumps, scratches, etc. will be asked about prior to the parent leaving. If something happened the night before, please inform us when dropping off.

Sonshine Preschool staff members are not allowed to keep your child inside while his/her class is outside, unless there is a severe medical condition. A doctor's note is required with instructions as to why the child cannot participate in outside activities.

We must follow our state standards that require the children to be outside twice a day. If your child is too sick to be outside, then licensing states they are too sick to attend school.

Childcare facilities are notorious for the spread of illness and diseases. In order to effectively control this problem, Sonshine Preschool vigorously enforces the policy of exclusion regarding sick children. This is done not only for the protection of the other children, but also for the well-being of the child who is ill. It is very difficult, in a group setting, for a sick child to receive the individual attention and nurturing that he or she needs to get well. Therefore, it is imperative for parents to arrange alternate care for their child before it is needed.

If a child develops symptoms of any communicable disease that requires exclusion from the school while attending Sonshine Preschool, the parent, guardian or emergency contacts will be notified to pick up the child. Also, if a child has been diagnosed with a reportable communicable disease, it is necessary for the parent or guardian to notify Sonshine Preschool immediately. When a reportable communicable disease has been reported a notice will be posted outside the child's classroom.

A list of illnesses and communicable diseases, with re-admission criteria are listed in the Minimum Standards found in the director's office.

The major criterion for exclusion from attendance is the probability of the spread from person to person. A child may have a non-excludable illness yet require home or hospital care. Children excluded from Sonshine Preschool for a communicable disease may be readmitted with a written certificate from a physician or a permit issued by the local health authority stating that the child is not contagious.

Sonshine Preschool reserves the right to require a physician's note of release for any student with an illness or communicable disease. Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.

5.2 Emergency or Injury

Minor injuries will be taken care of at Sonshine Preschool. A Minor Mishap Form will be filled out by the staff in charge and will require a parent/ guardian signature upon the parent's arrival. These reports will be maintained in the school office. When serious injuries or illness occur, parents will be notified immediately. Severe emergencies will be handled by calling 911 for an ambulance. Medical expenses are the parent's responsibility; Sonshine Preschool is not responsible for medical coverage.

In case of injury and the parent and/or guardian cannot be reached, the school immediately notifies the child's physician and the emergency contact persons recorded on the Application for Admission form. It is imperative that the child's emergency information is always current. Additionally, all staff members are required to maintain certification in CPR and First Aid training in preparation for such emergencies.

5.3 Hygienic Procedures

- **Environmental:** Spills are immediately cleaned up. Blood spills are wiped with a disinfectant solution. Staff members use a spray bottle containing Basic G solution for cleaning the diaper table after each change. Using a spray is superior to using a cloth saturated in the same solution. Excess is wiped off with a paper towel. In the older children's areas, where community restrooms are used, the toilets are cleaned routinely and when there is obvious soiling.
- **Equipment/Supplies:** There is complete cleaning of bathrooms, rugs, floors and equipment each day. Infant and toddler toys are disinfected daily. Pre-K classes weekly and or daily as needed. Diaper changing tables are disinfected after each use.
- **Personnel:** All employees wash/sanitize their hands before and after direct childcare and when contaminated. Hands are washed/ sanitized after removing gloves. Examples of when hand washing/ sanitizing is required include after using the bathroom, before serving food, after diaper change and after general cleaning. Personal protective equipment such as gloves are used during childcare procedures that involve blood, body fluids and/or body substances, and the usage of cleaning equipment. Careful handling of food with thorough

hand washing before and after serving is practiced. Staff members view all body secretions as potentially infectious. All soiled articles of clothing are handled with gloves, carefully bagged in plastic and returned to the family to clean. Gloves are used with soiled diaper change, followed by hand washing/sanitizing procedures.

5.4 Medication

For the children's safety, all medications given at the facility need to be administered properly.

Medication Authorization: Parents must sign in the medication on the Medication Authorization Form (7255) which is located in the office.

In order for Sonshine Preschool staff to administer medication, authorized personnel must log the medication on the Medication Authorization Form. A separate line must be filled out for each container of medication and a new entry made for each day. Parental instructions must not exceed the recommended dosage listed on the original label. If medication is required twice a day, it can be taken before and after school.

Over the Counter Medication: Many over the counter medications mask symptoms of communicable diseases/illness. Therefore, if a physician advises an over-the-counter medication or sample of a prescription medication given, a note from the physician stating the date, child's name, medication name, and instructions for administering must accompany it. **Modification to Over-the-Counter Medication Policy:** the Director must approve any exceptions to the above stated policy.

Container: Medication must be in the original container with the date, proper name, and instructions for administering. More than one child in a family may not share medication. Additionally, all medications should be brought in a zip loc bag with an appropriate dispenser for measuring.

Personnel: The Director or a designee will administer the medication and will document the time and dosage of the medicine given.

Storage Location: All medications requiring refrigeration will be kept in the kitchen or the infant room refrigerator. Medication not requiring refrigeration will be maintained in the office with the Medicine Authorization Form.

6. PERSONAL POSSESSIONS

6.1 Clothing

Children must be fully dressed in clean, appropriate clothing upon arrival. Children who are not toilet trained must be brought in a clean and dry diaper or pull-up. Additionally, children who are under age 3 and/or toilet training must have several changes of clothing each day. Children over age 3 must have one change of clothing at the school each day. **Parents will be called to bring clothing or diapers/pull-ups if there is a need with no provision.** Soiled clothes must be taken home immediately for laundering and clean clothes sent with the child the following morning. All personal items must be **LABELED**.

Comfortable, washable play clothes are the best kind to wear to the school. Easily removed clothing must be provided for diaper changing and toilet training. Belts, overalls, and other "hard to manage" clothing for all ages of children should be avoided. Dirty, wet or soiled clothes are placed in a plastic bag for parents to take home. Due to Health Department policies, we do not hand wash dirty clothes. Also, remember children often get messy at preschool. Although we wear aprons during art and use "washable" products, paint inevitably gets on clothing and could stain. We suggest that parents leave your child's Sunday best clothing at home so your child can be free to experiment hands on.

6.2 Diaper/Diaper Wipes

Parents of diapered children must provide enough diapers to insure their children's comfort. Because of health risks, only disposable diapers are encouraged at the school. Parents will be responsible for cleaning and sanitizing all cloth diapers. All items should be labeled. It is essential for parents to check their child's daily report for notes regarding diapering item needs. If a child should run out of diapers and diaper wipes, parents will be contacted to bring the needed items to the school so that proper care may be given to each child.

Toilet Training: It is important to work closely with teachers on the decision to bring and wear underwear during toilet training.

Parents must provide adequate clothing for accidents during this transition time and must follow through with toilet training while at home.

6.3 Nap Items

Sonshine will provide every child with a cot for nap time. We request that parents provide their child with a small pillow, blanket and soft sleeping toy if necessary. Nap

items need to be kept in a backpack that fits neatly in the child's cubby, or on the child's hook.

Please do not send items too large to fit in your child's storage area. Nap items must be taken home every Friday for laundering. Any nap items that are soiled during the week must be taken home immediately for laundering. Remember... all nap items must be **LABELED**.

As a part of Sleep Safe initiative, infants under 12 months may not have any soft or loose bedding such as blankets, sleep positioning devices, attached pacifiers, stuffed toys, quilts, pillows, bumper pads, and comforters must not be used in cribs. We are permitted to use a sleep sack, wearable blanket, which does not constrict the arms. You can find these on www.halosleep.com, or at your local store.

6.4 Personal Belongings

Each child loves to bring possessions to preschool, and some find it difficult to leave the personal items at home. However, we must enforce our "Personal Belongings" policy that states:

Only personal items requested or authorized by the child's teacher should be sent from home. Items of value **MUST** be left at home. Play guns, knives, and other objects, which encourage violence or unruly behavior in play, are not permitted at any time. We request that needed items from home not exhibit violent play characters or be decorated with characters or objects promoting violent behavior. The school is not held responsible for any lost or stolen items.

7. CLASSROOM POLICIES

7.1 Birthday Parties

Birthdays are milestones in a child's life and are truly a reason of celebration. A child may celebrate his or her birthday in class, with arrangements made in advance with the child's teacher. Parties are totally voluntary and should be simple. At this tender age, children feel left out, and feelings are hurt easily. Considering this, we request party invitations not be dispersed in class, unless each child is invited. Parents may obtain a class list from the teacher or the school office.

7.2 Daily Schedule

Each class has a daily schedule posted inside the classroom along with the classroom's monthly calendar, field trip information, class letter and special notices. These notices keep parents informed of the activities in which their child is participating; especially for those children who are not yet able to verbalize what has happened during their day.

Teachers schedule activities for their classrooms geared towards the children's ages, interest, and abilities. The classroom environment is appropriate for the health, safety, and well-being of each child. Classroom activities are flexible and promote the child's physical, emotional, social, mental, and spiritual growth. Each classroom provides physical care routines appropriate to children's developmental needs. Additionally, toddlers and preschool children are provided with a rest period of two hours after lunch.

Each individual classroom schedule is posted on the "Parent Board" and provides:

- Alternating "active" and "quiet" activities
- Opportunity for individual and group activities
- Outdoor time each day, weather permitting

7.3 Discipline

Sonshine Preschool's Discipline Outline is distributed and verbally reviewed with each staff member during pre-employment orientation. The discipline procedure outlined below is implemented in all our preschool classrooms.

Discipline Outline:

Children act out for many different reasons. A child may display aggressive behavior, for example, because of social immaturity, distress at home, adjustments, or anxiety in the classroom. In any case, discipline must be taken seriously and handled with understanding. Positive redirection is the first measure of discipline to be taken. If a child shows signs of aggressive behavior while playing in the fine motor skills area, the child should be directed to an area where he or she can act out anxieties, such as pounding in the clay center. Water play can have a soothing effect. Painting in the art center can be another way for a child to release anxieties in a positive way. Each child is different, and each situation is different. It is up to the teacher in charge to positively redirect children to activities that best suit their needs.

During the process of redirection, it is extremely important to treat the child with love and understanding. It is possible to be firm and loving at the same time. Anger towards the child at the time of redirection will add to the child's frustration and can cause behavior problems to increase, to the point of having a child out of control, which results in a totally disrupted classroom environment. It is imperative that a teacher is loving and firm during any discipline procedure. Consistency, not intimidation, is the key to training children to have self-control. After a child has been redirected to several areas and misbehavior continues, boundaries must be reestablished.

Behavior guidelines must be clear and posted in preschool and school age classrooms. When discipline procedures are standard and followed consistently the children learn to modify their behavior based on consequence.

An example of behavior boundaries is listed as follows:

1. Listen carefully.
2. Follow directions.
3. Work quietly and do not disturb others who are working (only for four and five year old's during seat work time).
4. Respect others and be kind with your words and actions.
5. Respect school and personal property.
6. Work and play safely.

An example of disciplinary procedure is as follows:

1. Redirection.
2. Warning in the classroom.
3. Time out in the classroom.
4. Separation during an activity in the classroom.
5. Separation in the office.
6. Repeated separation in the office with a parent being notified by telephone.
7. Repeated separation in the office with a parent being notified to come to the Preschool for corrective action.

Behavior Awareness Forms: When it is necessary to establish boundaries, the teacher in charge will document each situation that the child has chosen not to listen and the discipline measure taken with the child onto a Behavior Awareness form.

This documentation will require a parent/guardian signature. Following discipline, we pray to the Lord for peace and self-control with each child. With this important example, we display the unconditional love that Jesus gives to everyone who asks. God is a good God who loves us and is our comforter and peacemaker.

Biting: Researchers estimate that about one child in 25 will be a problem biter at some point during the infant/toddler period. The reason for this behavior varies among children and age groups. In infants (under two years old), biting can often be attributed to natural development. Teething, exploration, gaining and understanding of cause and effect are often cited.

Problem biting – biting not associated with normal development is attributed to many factors including anxiety, a need for control, and frustration. Biting gets attention. For a child, negative attention is better than no attention at all. However, receiving more negative attention than positive attention will continue the cycle of unwanted behavior. Teachers are instructed to give the child lots of positive attention throughout the day, not just when biting occurs. A cool reaction to the biting incident will also take some of the appeal from the behavior.

Frustration is the most cited reason for biting. Children lack the language skills to express the frustrations they may feel due to an inability to operate toys, compete with other children, or interact with the staff. Teaching a child to verbally communicate is essential. In correcting biting behaviors, the staff will state in a calm and firm manner to the child, "no biting", or "biting hurts," while removing the child from the situation. An alternative to biting is then assessed and implemented for alleviating frustrations.

Parents will be contacted when continual biting occurs. After the third bite parents will be scheduled to meet with the Director. In regard to the overall safety and happiness of our students, if a child has a consistent problem with biting, parents will be required to find alternative childcare.

Severe Behavior: When a child has behavioral needs that Sonshine Preschool staff is not able to accommodate, the Director will meet with the parents to develop a plan of action. The plan may include outside consultation or reaffirmation at home. The staff will do everything possible to support the child's continued participation at the school. However, if the child's behavior shows no progress, parents will be required

to find alternative childcare for the well-being of the child and his or her fellow students.

7.4 Nap Time

Our preschool children nap from 12:30 p.m. to 2:30 p.m. each day. The children begin preparing for nap immediately following lunch. Nap preparation consists of thorough hand washing, bathroom or diaper changing, and gathering nap items.

Cots labeled with each child's name are provided by the preschool. Parents provide a small blanket, small pillow, and one soft toy to make nap time a familiar and comfortable setting.

The children are not forced to sleep; however, all children are expected to lie quietly on their mats. Additionally, cots are sprayed with a disinfectant solution after each nap time for sanitation.

7.5 Nutrition

Meals and snacks served at the school exceed nutritional standards required by the State of Texas Minimum standards. We supply a healthy, hot nutritional lunch. A lunch and snack menu will be available on the parent's board and one snack will be served in the mornings. In the afternoon one or two snacks will be provided.

Infants under 12 months will need an Infant care sheet form updated monthly. A note from a health care professional must be provided if an infant younger than 12 months is eating table food. A note from a health care professional must also be provided if the infant over 12 months is not eating table food.

SONSHINE PRESCHOOL IS NOT A PEANUT FREE ZONE.

- **Location:** Snacks and meals are served in the child's classroom. Children participate in the preparation of occasional snacks, in coordination with their curriculum as "cooking projects" during the school year.
- **Menus and Substitutions:** Lunch and snack menus are provided each month. If a child is unable to eat any food item on the menu, parents need to make necessary provisions for their child. Any substitutions made by the school to the menu will be posted on the refrigerator in the kitchen.
- **Special Diets:** Any food allergies or special diet instructions

- will need to be submitted to the school office and noted on the child's Application for Admission form. A copy of these special instructions is posted inside every classroom binder, as well as in the kitchen, so that all staff members are aware of unique allergies or dietary restrictions.
- **Any child with a severe food allergy should always have proper rescue medication on hand. (Inhaler, epi-pen, etc.)**
- **Treats from Home:** We request that children not bring treats from home unless prearranged through the child's teacher. The school exceeds the recommended dietary guidelines for preschool age children in our carefully outlined meal plan. Parents are given the opportunity to bring store bought treats during special classroom parties and fellowships and are encouraged to do so.
- **Breakfast:** Breakfast items may be sent from home and served in the "Big Room" from 7:00 a.m. to 7:45 a.m.

SONSHINE PRESCHOOL IS NOT A PEANUT FREE ZONE.

7.6 Promotion

The children are grouped together first by age and then consideration is given to developmental status. Classrooms are restructured for each new school year beginning mid-August when school starts and then again at the end of May when the school year is over, and the summer program begins. Individual promotions may occur in some rooms as space is available.

Parents of children who are considered for promotion throughout the program will be notified of availability. At the parent's discretion, the child will be promoted. Children may not be promoted into the Pre-K classroom mid-year. Children who promote into the 2.5-year-old classroom must fit the classroom criterion, which includes being ready to toilet train.

7.7 Toilet Training

- When the child is accustomed to the classroom atmosphere and schedule
- When the child is not in diapers except at night and nap time
- When the child is no longer taking a bottle
- When the child is physically ready. This means that the child has long, daily periods of staying dry and can control the muscles of the bladder and bowels

- When the child is mentally ready. This means that the child understands what is expected and has acquired language and/or communication skills
- When the child is emotionally ready. This means that the child is willing to attempt to go on the toilet
- When the child has the desire to be toilet trained and shows an interest in toilet training

Parents are required to provide a few full sets of clothing, shirt, shorts/pants, underwear, socks, and extra shoes for accidents during toilet training. Parents must work closely with the teacher in deciding when underwear may be worn.

A gentle reminder...there will be accidents. This should be a positive time rather than a negative one. Parents and staff should work together to make this a pleasant experience for the child.

Please remember that toilet training can be frustrating for both the child and the parents. Harsh discipline is to be avoided. A letter from the parents to the caregivers stating exactly what techniques and terminology are being used at home will make an easier transition for both your child and the caregivers.

Parents and caregivers should keep in close communication about the progress being made.

We consider a child to be "potty trained" when they can go two weeks without accidents, including nap time. All the children in our 3-year-old class must be potty trained to these guidelines.

"A new command I give you: Love one another. As I have loved you, so you must love one another. By this all men will know that you are my disciples, if you love one another." John 13:34-35

8. SCHOOL POLICIES

8.1 Arrivals and Departures

Sonshine Preschool opens at 7:00 a.m. Due to our licensed hours of operation, no parents **or** children may enter the building prior to 7:00 a.m. Parents must accompany children to their point of arrival. The child must be signed in and out by

an adult (approved on the student's Application for Admission Pick-up List) arriving with the child and/or departing with the child. It is important for parents to check their child's cubby and/or hook for personal belonging, classroom work and daily reports going home each day. Only children enrolled at Sonshine Preschool are permitted to be present in the preschool wing, unless accompanied by a parent or guardian of an enrolled child.

- Arrivals and departures can be difficult for children. Suggestions for making this transition smoother are listed below:
- Separation is easier for both parent and child if the parent says "good-bye" in a positive and happy manner and leaves quickly without hesitating or looking back. When children cry at drop off, he or she will seldom continue for more than a few minutes. If a parent draws out the leaving process or communicates his or her anxiety, it may cause the child to continue to cry for a longer period.
- Bribing a child with candy or treats if he promises not to cry is not advised. Adjustment periods are normal, but they can be made smooth with the positive support of the parent.
- Departures as well as arrivals are easier for children if they are made quickly. If parents have lengthy questions for their child's teacher or the Director, a conference can be set up in the school office. Any progress reports or evaluations are handled at times other than arriving or departing, such as a Parent/Teacher conference or a scheduled Open House.

8.2 Attendance

The time children are in attendance will be recorded on Attendance Sheets. Parents are required to sign their child in and out each day. Attendance sheets are very important to validate the number of students always present in each classroom for the snack and lunch count, supplies, and to arrange adequate staffing for the school. Additionally, documentation on the attendance of each child at the school is required by state licensing.

8.3 Authorized Pick-Up

When a child is enrolled at the school, parents must specify in writing on the Application for Admissions who will be permitted to pick up the child with their corresponding driver's license number. Proper identification, state issued picture ID or Driver's License, of unfamiliar persons will be checked at the school office before

children are allowed to leave the school. Children will not be permitted to leave with anyone who is not properly identified as an authorized pick-up.

State law prohibits Sonshine Preschool staff from transporting students to or from the facility for purposes of after-hours childcare.

8.4 Visiting

Parents or grandparents are invited to visit their children or grandchildren at the school, if their schedule permits it. We only ask that parents not be a distraction to daily events and routine. Adult communication must be positive and appropriate while in the presence of children.

8.5 School Closings

Sonshine Preschool is a full-week ONLY program. No credit will be given for absences at any time, including, holidays and inclement weather days.

Inclement Weather: Sonshine Preschool does not follow the closings of the Fort Worth Independent School District. We will contact parents via email, Facebook, and broadcasted on major television and radio stations of closings and/or delays.

Sonshine will be closed on the following holidays. A full week's tuition is due during weeks that include holidays. Please note the holidays listed as follows:

- New Year's Day
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Thanksgiving Day and the Friday after
- Christmas Eve and Christmas Day
- Three staff development days

We reserve the right to be closed the day before and/or the day after certain holidays that fall on weekends. We also reserve the right to closed due to inclement weather or unforeseen circumstances. Notifications will be sent out in advance of these closing dates.

8.6 Dismissal from the School

Any child will be dismissed from the school:

- When the parent consistently fails to comply with the Sonshine Preschool policies and/or any additional rules and regulations established by Restore Church.
- When the school is not able to meet the physical, intellectual, or emotional needs of the child. When dismissal is advised by a physician.
- When enrollment is under fraudulent circumstances.
- When weekly tuition or late fees are not paid by Friday evening.
- When parents consistently do not leave proper emergency numbers and cannot be contacted when needed.
- We will give families a 1 week notice to find alternative childcare.

All policies are intended to insure the well-being of every child at Sonshine Preschool. Your cooperation in observing them will help us give your child the best possible care.

8.7 Early and Late Departure

The school opens at 7:00 a.m. Children will not be received until that time. After opening, children under 18 months will be received by their teacher in their respective rooms. Other children arriving earlier than 8:00 a.m. will be received by a teacher in "The Big Room."

After 5:30 p.m., children older than 18 months will be grouped and cared for by close-out teachers in "The Big Room."

Sonshine Preschool closes promptly at 6:00 p.m. Parents who have not picked up their child by 6:00 p.m. will be charged a late pick-up fee of \$1.00 per minute for each child.

8.8 Emergency Evacuation

Emergency evacuation plans are posted in each room. Two methods of escape are designated on each plan. The school has a fire drill at least once a month where the children are trained to evacuate the building in three minutes or less. Additionally, severe weather evacuation drills are performed every 3 months. Teachers must take their classrooms to the auditorium (big room).

Teachers will help their students sit crisscross, with their heads in their laps, facing the wall. During severe weather the school stays informed of current weather conditions by listening to the National Weather Service reports on the radio.

Infants are placed in an emergency evacuation bed with a second mattress or blankets over the top to protect from something falling onto their heads. These beds are then safely rolled out of the building by an employee to the designated safe location.

Toddlers are placed in a buggy (if available) or assisted in walking out of the building and to the designated safe area. The cook or floater will be responsible in assisting any child(ren) with special needs to make it out of the building and to the designated safe area in a quick and safe manner.

In the event of an evacuation to an alternate location, we will safely take the children to Restore Church. Their address is 10201 Jerry Dunn Pkwy, Benbrook, Texas 76126.

8.9 Contact Information:

Sonshine Preschool

817-249-5614

Email: info@benbrookpreschool.com

8.10 Legal Issues

State guidelines, as well as Sonshine Preschool policy, require that the school be a smoke free, alcohol free, and drug free environment. Because of the risks to children, discretion will be used when releasing children to anyone who shows signs of being under the influence of alcohol or drugs. State guidelines also states that any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty. (746.501(22)) Parents must provide legal documentation to the school on pertinent information regarding children such as restraining orders, custodial documentation, change in persons who are allowed to pick up children, and any other sensitive information that could affect the children. Please understand that we work within legal guidelines. Children's records are kept confidential and are the property of Sonshine Preschool.

8.11 Security

Sonshine Preschool is equipped with two electronic locked entry doors. One panel for the key card is located on exterior and one on the interior of the building. Each

parent is issued individual key cards to gain entry for both doors. Additional exterior doors at the facility are kept locked during the school's hours of operation.

A thorough background investigation and fingerprinting is submitted through the state of Texas, as required by licensing. Additionally, all staff members are thoroughly investigated before the interview process. Staff members must submit a church reference, three personal references (with personal knowledge of the perspective staff person within the past year), as well as business and educational references. Upon the successful completion of this thorough inquiry, the Director will personally interview the perspective staff member.

The Sonshine Preschool Director carefully chooses those who join our staff. Our parents and children have grown to expect the quality, Christian environment we offer. We know that only through the grace of God are we capable of providing quality care to our families.

8.12 Handbook Changes

Changes to policies are subject to the Elders review and approval.

Additionally, Sonshine Preschool handbooks are subject to review by the Texas State Licensing Department to ensure compliance with all state regulations.